Follow the directions below, checking off each instruction as you go, so you remember where what step you are on.

* Open Word and add a header to the document that includes:

*Name, 8 PdX Leadership Date*

* Save As *Leadership XX* into your Computer Folder.
* Type the following information. Don’t worry about spacing or font right now. Be sure to let the words wraparound. Where you see (DS), please double-space return, but don’t type it. ☺

Leadership Skills and Traits ***(DS)***

Do you think you would make a good leader? Read the statements below. If you have the skill or trait, give yourself 5 points. If you have part of the skill or trait, give yourself 3 points. If you have little or none of the skill or trait, give yourself 0 points. Be honest as you rate your skills. ***(DS)***

I am dependable and do what I say I will do.

I can communicate clearly and keep everyone informed.

I use my best judgment when making decisions.

I am not afraid to try new things.

I always respect others and listen openly to their opinions.

I am good at getting others to do things.

I am honest, am sure of myself, and can do many things well.

I have a positive attitude.

I like to make changes and do things in new ways.

I am open-minded.

TOTAL ***(DS)***

Add your points to determine your leadership skill level.

40–50 points: You have many of the skills needed to be a good leader.

30–39 points: You have the potential to be a good leader.

What skills or traits do you need to develop to become a more effective leader?

* Select the title “Leadership Skills and Traits”
* Change the style to ***Title***.
* Select your first paragraph and change the font to Bookman Old Style, 12pt. font.
* Select the list of Leadership Qualities from “I am dependable…” to “I am open-minded.”
* Define a New Bullet
* You’ll want to select a new Symbol
* Choose either one of the “check box” shadow boxes, 6th Row down.
* Select the two Points Level sentences and format them to have matching bullets. You can define any kind of bullet with any kind of color.
* Select all the text below the 1st paragraph. Change it to Bookman Old Style, 12 pt. font.
* Save. Print Preview. Is it all on one page? If it is not, you need to fix the page.
* Print and fill out the Leadership form you just created. Simply checkmark the boxes, and put your # Value beside it so you can add up a Total for yourself.
* Turn into the tray by the printer.